



VILLAGE OF SCHAUMBURG

# APARTMENT COMPLEX RENTAL LICENSE APPLICATION

101 Schaumburg Court, Schaumburg, IL 60193-1899  
(Phone) 847.923.4532 (Fax) 847.923.2409

**LOCATION INFORMATION:**

**DATE:** \_\_\_\_\_

Location Address: \_\_\_\_\_

Location Name: \_\_\_\_\_ How many units? \_\_\_\_\_

**PROPERTY OWNER INFORMATION: \*Street address is required. Please do not list post office box.**

Individually Owned       Partnership       Corporation       Association

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**LOCAL AGENT INFORMATION: \*Required. On-site Management Office? Yes or No**

Name: \_\_\_\_\_

Property Manager Name \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION: \*Required.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**COMMON ELEMENTS: \*Please check all that apply and circle or add information as requested.**

Club House       Common Laundry Facilities       Elevators       Fire Alarm System

Ground Sign(s)       Underground Parking Facilities       Dumpster Enclosure(s) or Garbage Chutes

Swimming Pool(s)/Spas How many pools are on-site? \_\_\_\_\_ Are there lifeguards/attendants on-site? \_\_\_\_\_

Pool Maintenance Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Licensed HVAC Contractor Company Name: \_\_\_\_\_

Is HVAC common/shared or individual dwelling unit controlled? \_\_\_\_\_

Is the heating system gas, electric, boiler? \_\_\_\_\_

Refuse & Recycling Contractor Name: \_\_\_\_\_

Landscape Contractor Name: \_\_\_\_\_

Snow Removal Contractor Name: \_\_\_\_\_

Licensed Pest Control Contractor Name: \_\_\_\_\_

Other common element, please specify: \_\_\_\_\_

BOTH SIDES OF LICENSE APPLICATION MUST BE COMPLETED AND APPLICATION MUST BE SIGNED.

**ORDINANCE CHAPTER 123.02 RENTAL LICENSE REQUIRED**

License Required: No person shall engage in the business of renting without having obtained a license.  
Residential Property: It shall be unlawful to rent a residential dwelling or dwelling unit without first obtaining a rental license issued by the department of finance for the specific location.

**RENTAL LICENSE APPLICATION AND FEE**

For questions regarding rental licenses, please call the Finance Department at 847.923.4532. Complete and send this application form and the fee payment to: Village of Schaumburg, Attn: Finance Department, 101 Schaumburg Court, Schaumburg, IL 60193.

Apartment Complex Fee Schedule: All licenses are good thru December 31 of the year applied.

<u>1-50 units</u> \$330	<u>51-100 units</u> \$655	<u>101-200 units</u> \$1,000
<u>201-300 units</u> \$1,340	<u>301-400 units</u> \$1,670	<u>401-500 units</u> \$2,010

**CRIME-FREE HOUSING SEMINAR**

All persons applying for a rental license shall have successfully completed a mandatory crime-free multi-housing seminar, administered by the Schaumburg Police Department, prior to issuance of the rental license. The seminar may be attended after application has been submitted and the license will be issued after successful completion. A list of upcoming classes is available on the Village webpage or by calling the hotline at 847-348-7320. Please contact the Police Department Crime Specialist Debbie Zelinka at 847.348.7026 with questions about the class.

**INSPECTION**

As owner of a rental property, you are responsible for maintaining the property and unit. The heating system shall be cleaned and inspected by a licensed HVAC contractor each year. There shall be working smoke detectors inside each bedroom, outside bedrooms, and on each floor. Working carbon monoxide detectors are required. Electrical outlets shall be GFCI protected as required.

Common area inspections and exterior property maintenance inspections are conducted by the Building, Fire Prevention, and Health inspection staff annually. If you have any questions or would like to schedule an interior rental inspection, please contact Community Development Department at 847-923-3700.

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further time while in force. I/We have read this application and answered all questions in full and the information I/we have submitted in this application is complete and truthful to the best of my knowledge.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_